***Executive Regional Directors Planning Meeting***

***Meeting Notes***

**July 17, 2013**

* Review Schedule – adjustments? Completed, changes made: 1-2:30, 4th Tuesday of each month, K-12 Leadership team meeting focused on PLC implementation; Heather will send a revised schedule
* Rough agenda for ERDs/Alex meetings July 30 & 31: Heather will create draft agenda and email to Mark/Karen for review
  + August 22nd Leadership Picnic
  + SHAPE P20 meeting with Trent (July 20/21?) – what are the things we said we’d be doing, what is the current status, who’s responsible?
  + Set norms? How do we respond when a member doesn’t follow the norms?
  + Model ourselves as a PLC
    - Roles/responsibilities of ERDs; coordination with Supt; Supt individual meetings with principals
    - Norm setting
    - Agenda setting based on need – what is going on and what do we need now? Need agendas for each meeting – what is the plan for developing agendas for each meeting; need to follow a plan and focus our work; set of themes that flows through each meeting
    - Scribe/note-taker
    - Facilitator
    - Time-keeper
  + Set-up similar system for Cabinet
    - What is purpose? Decision-making
    - Who is senior leadership team and who needs to be included to get work accomplished? Supt, ERDs, HR Director, Business/Operations Dir
  + Individual meetings with Alex
    - What is purpose?
    - Duplicating efforts; inefficiency; consistency of message from Supt/ERDs
  + TSSS
    - PLC Leadership team now?
    - No longer wallow in we don’t want to do it?
    - Karen wants to take this one on
* Tyler District (Pulse) Overview/Training: installed, dashboards and reports are in the “sandbox”; Linda Sims is working on developing some data, reports, overview, access, and opportunity to play in the “sandbox” environment; Linda will work with ERDs in early August; ERDs will then make plans for Tyler Pulse implementation with principals after August training with Linda; Mark will keep us up to date
* Alanna: suggestion that grade level meetings be Alanna’s for CCSS work with principals – Agreed; HS principals will be upset by this; how do we respect their need to meet with us on their issues? Who?
* PLC – once a month, 1.5 hour meeting agreed upon for K-12 leadership team, focused on PLC (no more Tuesday 7am meetings; instead 4th Tuesday, 1-2:30pm)
  + Rough agenda for K-12 Leadership PLC meeting on August 12:
    - Review producibles timeline
    - Model and practice agenda driven meeting
    - Karen will send us a rough agenda for our review the week she gets back (last week of July)
  + Continue Tuesday morning PLC meetings with principals? If so, confirm intended outcomes - No
  + District PLC Leadership Team (morphing form the TSSS) – Yes; Karen is taking this on
  + PLC Implementation timeline – what do we want to have in place by when? Heather will send draft that we agreed upon today
  + PLC at Work Institute 2014: yes/no? Finalize dates? August 4-6 (Western Montana Fair week is August 5-10, 2014)
* Shape P20 Review: Alex has asked for meeting with Trent regarding this for next week; student wants to do senior project for assessing teachers Karen talked with Trent about being a mentor for this student; Heather may look into participating in this process also
* Data Wise facilitation with principals – half day of front loading in early October? 1st Tuesday in October 1-4pm in place of Regional principal meeting; Heather will email proposed schedule, plan and outcomes
  + Review plan/outcomes
  + Review proposed schedule
  + Adjust
* Practicing what we want principals to do with their leadership team and what we want teacher teams to do. Need to determine who will take what roles, when? Heather will prepare next ERD meeting agenda and send to Mark/Karen for review; include norm setting and role determination; set next meeting for 7/30, 9:30-11am; Heather will send meeting notes for today
  + Norms – ERDs
  + Roles for ERD meetings
    - Agenda preparer
    - Facilitator/time keeper
    - Scribe
    - Agenda setting – ERDs
    - Weekly reading: Mark would like to get back to this practice
  + Weekly ERD meeting: have regular reports from each of us about our individual projects to be more efficient and avoid duplication of participation in additional meetings; next meeting have a list of items that each of us will report on individually/regularly
* Adult Ed welding at HHS – Mark with talk to Tom about moving it to Sentinel; Mark will also speak with Monique about moving Adult Ed welding to Sentinel
* Professional development, District Coaches Training: do we want to do this every year as PIR? Related specifically to concussion protocol; trying to separate teaching contracts and coaching contracts in terms of professional development into the future; streamline PIR/professional development opportunities; maybe consider embedding PIR/professional development requirements into coaching contracts; Karen has had conversations with union rep Angie Palin regarding use of 8 hours professional development in CBA; Karen would like to have a survey of teachers of items they would “like” to do with the 8 hours; 8 hours needs to be focused on district initiatives, specifically PLCs; Mark will revisit the original intent and language from the 8 hours as determined last year
* Leadership picnic - August 22nd
  + 5-7pm
  + Invite families
  + Westside Park by Lowell
  + Catered by ?: bbq (Famous Dave’s, Dickie’s BBQ, Café Rio) (Karen/Deanna)
  + Who? All MCPS administrators, supervisors, TOSAs, etc.
  + Karen will continue to facilitate this, get word out to leadership team